

## Third Party Consultant Registration Renewal / Amendment (Submission Checklist)

Sr No	Requirements	Yes/No (Y/N)						Remarks
		Lifting Equipment & Accessories or Gears	Scaffolding	Pressure Vessels	Risk Assessment Study	Management System Auditing	Occupational Health, Safety, and Environment Related Training	
1	Pre-qualification Form (For New Registration only)	Y	Y	Y	Y	Y	Y	Form available on our website to be submitted, and duly filled.
2	Covering Letter (For Renewal/Amendment)	Y	Y	Y	Y	Y	Y	Letter to be submitted with Company stamp & authorized signature
3	Company License	Y	Y	Y	Y	Y	Y	Professional License Copy to be submitted.
4	HSE Manual / Certificate	Y	Y	Y	Y	Y	Y	HSE Manual or ISO Certification copy to be submitted.
5	Accreditation Certificate issued by UAE accreditation body.	Y	Y	Y	N	N	N	UAE accreditation body certificate copy to be submitted along with Scope of Accreditation.
6	Certification from international bodies for trainers/consultants which can be verified electronically.	N	N	N	Y	Y	Y	Certification from international bodies is to be submitted.
7	External Body Accreditation	Y	Y	Y	Y	Y	Y	External Body Certification copy to be submitted for the Training Center
8	Inspectors/Instructors/Consultants List (Name, Designation and Nationality)	Y	Y	Y	Y	Y	Y	Current List of Inspectors/instructors to be Submitted in Company letter head.
9	Inspectors/Instructors/Consultant CVs	Y	Y	Y	Y	Y	Y	To be submitted as per list

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10	Inspectors/Instructors Passport/Consultant copy with Visa Page	Y	Y	Y	Y	Y	Y	To be submitted as per list
11	Inspectors/Instructors/ Consultant Attested Professional Degree Certificate	Y	Y	Y	Y	Y	Y	To be submitted as per list
12	Insurance Policies	Y	Y	Y	Y	Y	Y	Copy of below policies to be submitted: - Insurance Policies - Liability policy Workmen's Compensation
13	Testing Equipment (List and Calibration Certificates)	Y	Y	Y	N	N	N	Equipment list and Calibration Certificates copy to be submitted
14	Formats (Test Certificates & Inspection Checklist)	Y	Y	Y	N	N	N	Copies are to be submitted for Lifting equipment & Pressure vessels (UAE accreditation body).
15	Inspection Procedures	Y	Y	Y	N	N	N	Copies to be submitted for Lifting equipment & Pressure vessels (UAE accreditation body)
16	Formats (Certificate & Evaluation sheet)	Y	Y	Y	Y	Y	Y	Copies to be submitted.

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17	Training Procedure with course content	N	Y	Y	N	N	Y	Copy to be submitted.
18	Offices Abroad (If any)	Y	Y	Y	Y	Y	Y	Details to be submitted.
19	Recent Risk Assessment Study Report	N	N	N	Y	N	N	Copy of 2 Recent Risk Assessment Study Report shall be submitted
29	Fees Structure	N	N	N	Y	N	N	Submit fees structure
21	Payment	Y	Y	Y	Y	Y	Y	Please refer to HS&E Service & Fees – (HSE-SF01)

**Note:**

- All submissions as per the requirements above shall be in an orderly manner.
- All submissions shall be made in soft copies via [hse@rakez.com](mailto:hse@rakez.com) and in a readable format (PDF files only).
- Further documents (If any) required will be intimated to you for submission, during the Registration/Renewal process.